

P/NW BOCES Regional Crisis Team (RCT)
Recipient of the American Red Cross of Westchester Community Impact Award – May 2009
CRISIS RESPONSE PROCESS

**KEEP THIS INFORMATION WITH YOUR
SCHOOL'S CRISIS TEAM MATERIALS**

Step One - Calling for Help

Call or email Lynn Allen or Mike Sellet (BOCES) to request assistance from the RCT. Requests for assistance are best made by the superintendent or designee in consultation with the district's crisis team.

- A. During the school day, call:
Lynn Allen at 914-248-2311
Email: lallen@pnwboces.org

OR

Mike Sellet at 914-248-2457
Email: msellet@pnwboces.org

- B. Evenings, weekends and during vacations, call:
Lynn Allen at 914-804-9300
Email: lallen@pnwboces.org

OR

Mike Sellet at 914-804-2521
Email: msellet@pnwboces.org

Step Two - Providing Information

- A. Email a brief description of the situation to Lynn Allen or Mike Sellet (this information will be emailed to RCT members when requesting their assistance):
- the nature of the emergency
 - the school or schools needing assistance
 - the type of assistance desired (consultation or counseling – individual, group, classroom - for students, staff, and/or parents)
 - the estimated number of professionals desired
- B. Identify the name, telephone number, and email address of the school district contact person(s) for our volunteers to report to upon arrival.
- C. Inform security personnel to expect members of the RCT.

- D. The RCT members will carry identification badges from their school districts. In addition, please feel free to provide them with identification as an emergency worker. Although not always possible, we will try to inform you of assigned RCT members in advance.

Step Three – Working with the RCT Onsite

- A. Lynn Allen or Mike Sellet will contact members of the RCT and assign a coordinator to serve as the RCT leader and to supervise RCT members onsite.
- B. The RCT leader will meet with the district contact person or designee to obtain pertinent information and help determine the best use and deployment of RCT members including:
- Type of service (observation, supervision, counseling, support, debriefing)
 - Population to be served (students, staff, parents)
 - Size of group (individual, small group, classroom, etc.)
 - Location for RCT members in the district or school (room assignments, building assignments)
- C. The RCT members will not make specific recommendations to students or their parents. Any recommendations will be made to the district contact person for follow-up and possible action.
- D. The RCT leader will meet with the district contact person or designee during the day and at the close of the day to determine if further RCT services are needed. All RCT members will debrief prior to leaving their assignment.
- E. The RCT leader will keep a record of who the RCT members met with, observed, counseled, debriefed, etc. This record will be submitted to the district contact person or designee along with the Response Summary Form. Copies of both forms will be retained by the RCT leader for assessment purposes.
- F. The RCT leader or other designated RCT member will be responsible for debriefing RCT team members as they leave the site of the crisis. Ideally, a debriefing with all of the RCT members who have responded to a specific crisis is preferable at the end of day(s).